

Collaborative Work Skills : CNN Newscast

Teacher Name: **Mark Jenkins**

Student Name: _____

CATEGORY	4	3	2	1
Contributions	Routinely provides useful ideas when participating in the group and in classroom discussion. A definite leader who	Usually provides useful ideas when participating in the group and in classroom discussion. A strong group	Sometimes provides useful ideas when participating in the group and in classroom discussion. A satisfactory group	Rarely provides useful ideas when participating in the group and in classroom discussion. May refuse to
Preparedness	Brings needed materials to class and is always ready to work.	Almost always brings needed materials to class and is ready to work.	Almost always brings needed materials but sometimes needs to settle down and get to work	Often forgets needed materials or is rarely ready to get to work.
Time-management	Routinely uses time well throughout the project to ensure things get done on time. Group does not have to adjust	Usually uses time well throughout the project, but may have procrastinated on one thing. Group does not have to adjust	Tends to procrastinate, but always gets things done by the deadlines. Group does not have to	Rarely gets things done by the deadlines AND group has to adjust deadlines or work responsibilities because of this
Working with Others	Almost always listens to, shares with, and supports the efforts of others. Tries to keep people working well together.	Usually listens to, shares, with, and supports the efforts of others. Does not cause "waves" in the group.	Often listens to, shares with, and supports the efforts of others, but sometimes is not a good team member.	Rarely listens to, shares with, and supports the efforts of others. Often is not a good team player.

Problem-solving	Actively looks for and suggests solutions to problems.	Refines solutions suggested by others.	Does not suggest or refine solutions, but is willing to try out solutions suggested by others.	Does not try to solve problems or help others solve problems. Lets others do the work.
Focus on the task	Consistently stays focused on the task and what needs to be done. Very self-directed.	Focuses on the task and what needs to be done most of the time. Other group members can count on this person.	Focuses on the task and what needs to be done some of the time. Other group members must sometimes nag, prod.	Rarely focuses on the task and what needs to be done. Lets others do the work.

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